



Office of Student Records News

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MaineStreet Campus Solutions Security

MaineStreet provides us with many options for accomplishing record keeping tasks. The security options available in MaineStreet are numerous and allow us to control who may access the various types of data within the system.



Why do we have security around student data? The restrictions on who should have access to student data are outlined by the **Federal Educational Rights and Privacy Act (FERPA)**. This means that only those who need to know certain types of information to perform their duties will have access to that information. These restrictions insure that student information is safe and protect the rights of our students.

How does MaineStreet security work? All employees required to work with student information must be granted access to Campus Solutions within MaineStreet. Campus Solutions is comprised of modules related to Admissions, Student Financial Aid, Student Financials and Student Records. The Office of Student Records is responsible for maintaining the security for Campus Solutions. Access to data is provided according to each user's work responsibilities.

Security for new employees. New employees who are required to use student information to perform their duties must be assigned the proper access. To accomplish this, the MaineStreet Campus Solutions Access Request Form must be completed, signed by the supervisor, and submitted to the Office of Student Records. This form not only helps to determine the type of security roles the employee needs, but also confirms that the employee will abide by the **University of Maine Confidentiality of Student Records policy**.

The form is available in the **my UMaine Portal** or you may contact the **Office of Student Records** to obtain the form.

Timing is important. The completed and signed MaineStreet Campus Solutions Access Request Form should be submitted *immediately* after the employee has a MaineStreet ID assigned by Human Resources. This will insure that there are no delays in performing duties related to MaineStreet access. Failure to complete the request for access could result in the new

faculty/instructor not being able to access class roster and grade roster information. Establishing Campus Solutions access for new employees could take a few days so plan accordingly.

Determining type of access. When requesting access, the type of access needed must be provided. The form provides three access options for employees who teach: Faculty, Adjunct Faculty and Teaching Assistant.

For employees working in other capacities, it's best to provide the name and MaineStreet ID of someone who has similar access, if possible. Otherwise, indicate the areas of access needed such as admissions, financials (billing), financial aid, or academics.

Changing jobs and/or responsibilities. Department heads with existing employees who change responsibilities when moving to a new position should evaluate the change in duties and request an update to their MaineStreet security. This also applies to individuals who leave a position for another that no longer requires the same, or no student information access. A request for an update to existing security can easily be done via email to **MaineStreet.Security@umit.maine.edu**. Simply include relevant employee information such as name, MaineStreet ID and the type of change needed, which may consist of deleting current access or adding access to particular types of data.

Tips for expediting your request:

- The MaineStreet Campus Solutions Access Request Form is fillable when opened with Adobe Reader.
- The form will not be processed without both signatures.
- MaineStreet ID, also known as the Emplid, is a vital piece of information for creating access.
- The form may be returned to the Office of Student Records via campus mail, fax or email; the contact information is provided on the form.



Information about **MaineStreet Campus Solutions Security** and completing the request form.

Click it!



Class Announcements

Scenario: A professor requested aloud to his class that any disabled students in the room identify themselves, by holding up their hands, if they need special accommodations for the class or tests. Was this approach appropriate according to FERPA? Although this does not directly violate FERPA, it is certainly not an ethical approach. Other options should be considered such as asking the student to call, visit during office hours or meet after class.

November 2014

- November 3 Spring Final Exam Proof distributed for editing.
- November 14 Last day to withdraw from a class and receive a W grade.
Deadline for December 2014 Graduation.
Fall 2015 Schedule of Classes distributed for editing.
- November 21 Spring Final Exam Proof due in OSR.
- November 25 NCAA certifications sent to colleges.
List of eligible students not yet enrolled sent to colleges.
- November 26 Thanksgiving Recess Begins.

December 2014

- December 1 Classes Resume.
- December 3 Open Enrollment for spring 2015 begins.
- December 10 Remove reserved seats for spring 2015.
- December 11 Notice of summer 2014 Incomplete grades to be reverted to "F" sent to colleges and students.
- December 12 Classes end.
- December 15 Final Exams begin.
- December 19 NCAA certifications due in OSR.
Final Exams end.
December Graduation.
- December 26 All Final Grades due.
- December 29 Distribute academic action information to colleges.
Distribute lists of overdue grades to colleges.

January 2015

- January 12 Spring 2015 classes begin.
- January 13 Fall 2015 Schedule of Classes edits due in OSR.
- January 16 Last Day to add classes.
Summer 2014 Incomplete grades lapse to "F" grade.
- January 19 Martin Luther King, Jr Day - no classes.
- January 25 Last day to drop a course for a refund.
- January 26 Fall 2014 academic awards and class standings generated.
- January 28 Official list of December 2014 Graduates due from colleges.
- January 30 Proof of Fall 2015 Schedule of Classes distributed.



Readers are encouraged to submit information or ask questions by contacting Linda Reid at 581-1318 or send email to linda@maine.edu

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Written and Edited by Linda Reid

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visit us online at studentrecords.umaine.edu